**C. Sears List Cross References**

Cross references have three **purposes**:

1. To guide users who consult the catalog under terms that are not used as subject headings to terms that are

2. To call users’ attention to materials related to the topics being consulted.

3. To help catalogers select the most appropriate headings for the work being cataloged.

Cross references appear in three **forms** (refer to next page for explanations of each form):

1. Specific *see* references

2. Specific *see also* references

3. General references

When any heading in the Sears list has cross references associated with it, coded instructions appear under the heading to indicate what should be done.

**Sears list cross reference codes**:

UF – Use for

BT – Broader term

NT – Narrower term

RT – Related term

SA – See also

**Specific *See* References**

Specific *see* references appear under unauthorized terms, and indicate that another term should be used. In the Sears list, instruction for making see references, indicated by a preceding UF, is given after the authorized heading. The symbol UF (used for) means that references are to be made from the terms that follow to the heading immediately above it, as in the examples below:

**Physicians**

UF Doctors

**Modern History**

UF History, Modern

This means that in the printed Sears list, the lead-in terms “Doctors” and “History, Modern” are followed by references, indicated by the symbol USE, to the authorized headings **Physicians** and **Modern History** as in the examples below:

Doctors

USE **Physicians**

History, Modern

USE **Modern history**

It also means that if a cataloger is adding a record to the catalog using the subject heading **Physicians** for the first time, he or she should check to ensure that the catalog includes a USE reference to **Physicians** from the lead-in term “Doctors.”

In general, USE references are made from synonymous or near-synonymous terms, and from inverted forms that are not used as subject headings. Occasionally, a USE reference is made from a more specific term that is not used as a heading to the more general term that is used, for example:

Cooking utensils

USE **Kitchen utensils**

**Specific *See Also* References**

A see also reference connects a heading to a related heading or headings; such a reference is made only when the library has material listed under both headings. A see also reference is made for one of two purposes: to refer from a general subject to more specific parts of it (a downward hierarchical reference) and vice versa. A see also reference may also connect two related headings of more or less equal specificity (a same level reference).

See also references, indicated by the symbols NT (narrower term), BT (broader term), and RT (related term) are listed directly under appropriate headings. In addition, reverse instructions are given under the headings referred to. For example, for the headings **Bees,** Sears shows the following:

**Bees**

BT  **Insects**

RT  **Beekeeping**

**Honey**

**Beekeeping**

BT **Agriculture**

RT **Beehives**

**Bees**

**Honey**

BT **Food**

RT **Bees**

**Insects**

BT  **Animals**

NT **Ants**

**Bees**

Etc.

**General References**

A general reference, in the form of SA (see also), covers an entire category or class of headings rather than an individual heading. This device is used to save space in both the subject heading list and in the library catalog. A general explanation or direction is given instead of a long list of individual headings.

**Dogs**

SA types of dogs, e.g. **Guide dogs**; and names of specific breeds of dogs [to be added as needed]

Army

USE **Armies**

**Military art and science**

and names of countries with the subhead *Army*, e.g.,

**United States. Army** [to be added as needed]

**Examples of Cross References**

Following is an example of the different types of cross references required for a particular heading.

**Carving (Decorative arts)** (May subdiv. Geog.) **731.4; 736**

UF Carving (Arts)

SA types of carving, e.g. **Wood carving** [to be added as needed]

BT **Decorative arts**

NT **Wood carving**

RT **Sculpture**

Under the terms and headings referred to and from the authorized heading **Carving (Decorative arts)**, there are reciprocal references pointing back to the heading:

Carving (Arts)

USE **Carving (Decorative arts)**

**Decorative arts**

NT **Carving (Decorative Arts)**

**Wood carving**

BT **Carving (Decorative Arts)**

**Sculpture**

RT **Carving (Decorative Arts)**

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